



VISION 2020 FISCAL RESOURCES TASK GROUP
Meeting Minutes 7:30 PM 3/15/18

Senior Center First Floor Conference Room

ATTENDEES: Gordon Jamieson (Co-Chair), David Garbarino, Heather Remoff, Alex Banpattin, Michael Ruderman, Pete Howard (Secretary),

Gordon welcomed Alex and Mike and reviewed the operation of the FRTG and recent accomplishments. He provided copies of a Primer on Town Government that he recently compiled from the group's articles published in the Advocate (Ref 1).

Heather and David discussed their interview of Superintendent Kathy Bodie. They found her a fine interviewee, who is on top of her job. Gordon was able to get the recording converted to a text file using an on line tool. Heather will edit it into an article for the Advocate as she did for the Chapdelaine interview.

The main topic of the meeting was a review of the warrant for this year's annual Town Meeting. Gordon, using copies he provided, and with help from Mike and Pete (all 3 long time Town Meeting Members) walked the group through the 47 articles. This process provides a way to appreciate what the Town Meeting does and how it does it. We covered the entertaining and historic articles like appointment of measurer of wood and bark as well as the ones that are key to the Town's operation like the Budget & the Capital Budget. We noted the State of the Town Address, which the FRTG is proud to have created as well as the Appropriation to Committees and Commissions that funds 20 standing groups of residents that deal with specific public matters. One of these is Vision 2020. Alex, Heather and David paid close attention and asked questions. All agreed that the time was well spent.

Next mtg April 19, 2018

Meetings monthly - 3rd Thursdays 7:30 PM - Usually in Senior Center

Revised 3/18/18

Ref 1 Arlington Government Primer
Ref 2 Annual Town Meeting Warrant

Vision 2020 Fiscal Resources Task Group

Arlington Government Primer (2017-2018)

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Based upon a series of articles published in the *Arlington Advocate*
by Arlington's Vision 2020 Fiscal Resources Task Group

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to help the Town better realize the following Town goal:*

*"We value Arlington's efficient delivery of public services providing for the common good. The benefits
from these services and the responsibility of taxation will be equitably distributed among us.
We will be known for our sound fiscal planning and for the thoughtful,
open process by which realistic choices are made in our Town."*

We meet monthly on the third Thursday of the month and all are welcome to attend.

Chapter 1 - The Town Of Arlington

Welcome to the inaugural edition of Citizens' Corner, a regular column prepared by members of the Vision 2020 Fiscal Resources Task Group designed to help residents both old and new learn more about how our Town works.

In our first column we will provide some history and a general introduction to the Town's administrative framework and elected offices. In future columns we will explore these and additional items in greater detail.

The Town of Arlington was originally settled in 1635 as the Village of Menotomy. It was subsequently incorporated as West Cambridge in 1807, and renamed Arlington in 1867. Arlington is currently home to approximately 43,000 residents and is located within 5.5 square miles.

The Town's Executive body is a popularly elected, five-member Board of Selectmen that appoints a Town Manager and works with the Town manager to administer the daily operations of the Town.

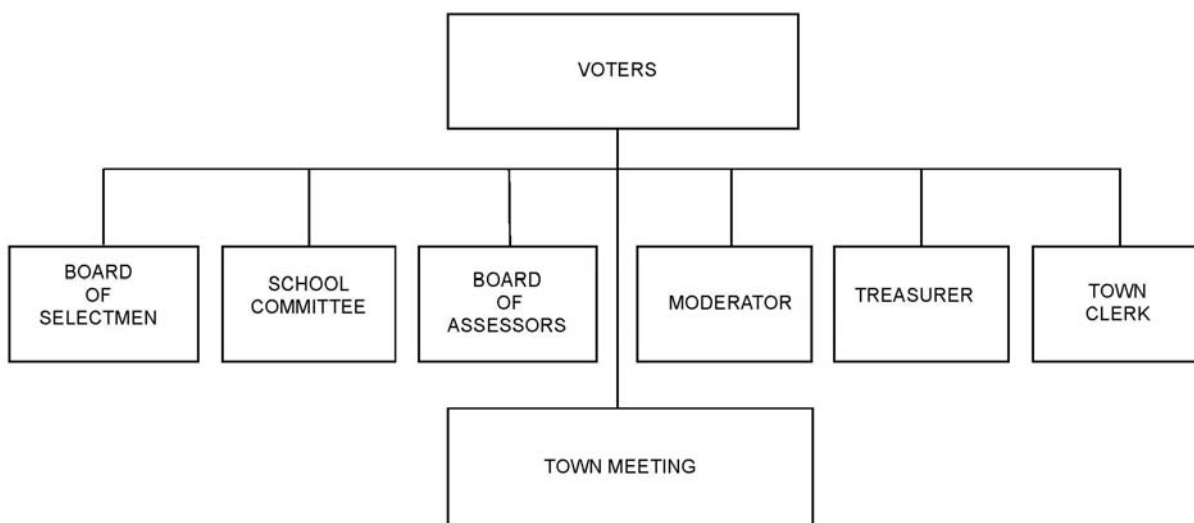
The Town's Legislative body is a representative Town Meeting consisting of 252 members elected from their home precincts (12 members each from 21 precincts) that generally convenes once a year at the Annual Town Meeting.

The School Committee is a popularly elected, seven-member board that appoints a Superintendent of Schools and works with the Superintendent to administer the daily operations of the School Department.

The Town also has several "independent elected offices", including the Treasurer and Collector, Town Clerk, Town Moderator and a three-member Board of Assessors.

All elected positions, including Town Meeting Members, are elected to three year terms. Terms are staggered so that only a few members are elected or reelected in any one year. The Annual Town Election usually happens on the first Saturday in April, and will occur this year on April 1, 2017. Please remember to vote!

A simplistic view of the Town's Electoral Organizational Chart is presented below.



Well that concludes our first edition of Citizens' Corner. In our next editions we plan to cover Town Manager, Town departments, Enterprise funds and Town meeting.

Chapter 2 - Arlington Town Meeting

In our first installment we provided a general introduction to Arlington's administrative framework and elected offices, including our legislative body Town Meeting. As Town Meeting is currently in session, this week we'll focus on this uniquely New England form of grass-root based democracy!

The organization and procedures of Town Meeting evolved during the colonial period as a way for citizens to learn about their community's needs and available resources; and to debate and decide on how best to foster the growth and success of their community. In Arlington it is governed by Massachusetts General Laws Chapter 43A and the Town of Arlington Bylaw Title I - General Government, Article 1.

While all New England towns have Town Meetings, over 200-plus years different regions have developed their own local traditions. Given Arlington's large population (ca. 44,000) an open town meeting (where all registered voters can attend and participate) is clearly not feasible. Instead Arlington has a Representative Town Meeting, where 12 representatives are elected from each of 21 precincts; making for a legislative body of 252 Town Meeting Members. As we discussed last time, members are elected each spring during the annual Town election. Any resident of the Town may run for a three year term; terms are staggered so that four seats per precinct are open each year.

Arlington's Annual Town Meeting is held beginning in late April. In addition, Special Town Meetings can be called by citizens or the Board of Selectmen to address interim issues of import.

So how does a Town Meeting function? First an agenda, termed the Warrant, needs to be developed. Beginning in December, administrative bodies, committees, commissions and citizens of the Town begin to submit agenda items, termed Articles, for inclusion in the Warrant.

Warrant Articles generally address one of three topics: Town bylaws (laws particular to Arlington), Zoning issues, or Financial issues. After the Warrant submission period has closed in late January it is compiled and distributed to all residents as a 'warning' of what will be discussed at that year's meeting.

Next, Articles are reviewed in public hearings by one of the three administrative bodies (Board of Selectmen, Arlington Redevelopment Board, Finance Committee) that will report on each Article to the Meeting. Reports from these bodies take the form of formal recommended votes and comments and are publically available.

Town Meeting takes place in the Robbins Town Hall auditorium that was designed with this purpose in mind on Monday and Wednesday evenings from 8-11PM. On the first evening, the Meeting is called to order by the Town Moderator, a town-wide elected position that chairs the Meeting. Once new and reelected members have been sworn in and the Town Clerk has certified the presence of a quorum; the Meeting gets down to work.

One by one each Article (40-60 total) comes to the floor, the recommended vote debated, amendments proposed and voted upon as follows: The Moderator opens each article, recognizes members who wish to discuss the article, and, once debate is finished, conducts the vote on the article. Non-member residents can also speak to the body regarding Articles of interest to them upon introduction by a member. Arlington has one of the more deliberative town meetings, in that those recognized can speak for up to seven minutes the first time, and if they dare, for five minutes a second time. But in general it is amazing how quickly a body of 200-plus individuals can reach agreement!

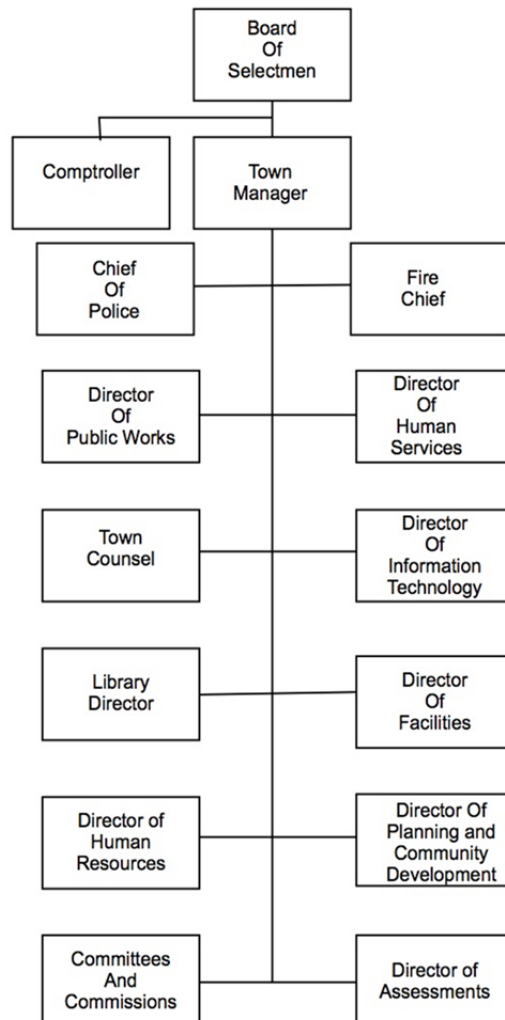
Once Town Meeting adjourns, Articles that require state action are forwarded onto the Attorney General for approval; otherwise they take effect upon Town Meeting's adjournment.

If you wish to learn more, a great reference is *Town Meeting Time* by Johnson, Trustman & Wadsworth, which is published by the Massachusetts Moderators Association. The authors have all served as Town Moderators in Massachusetts. Residents are also encouraged to attend Town Meeting (viewing from the gallery) or to watch the proceedings on local cable (ACMI) as it's a great way to learn more about Arlington.

Chapter 3 - Arlington Town Government

In the first two articles in this series, we provided some history and a general introduction to the Town's administrative, electoral framework and the functioning of Town meeting. In this installment and the next we will focus on how the different parts work together to provide the set of services that we enjoy as Arlington residents, starting with the Town Manager Act.

The general administrative principles of the Town (as defined by Massachusetts General Laws and Arlington's Town Bylaws) are set out in the Town Manager Act; wherein the Board of Selectmen recruit and appoint the Town's Chief Executive Officer, the Town Manager.



The Town Manager and his staff are responsible for the day-to-day administration and operation of the Town and its various departments, including the hiring of department heads. A professional hiring process is employed wherein the Manager and/or Department head work together with the Director of Human Services to identify and hire suitable candidates. Arlington is lucky to be able to have access to some of the best talent that the Commonwealth can offer.

The Manager's office is also responsible for the preparation of the Annual Report, Annual Financial Plan and the Town's budget. The budgetary planning process starts each fall and the completed budget is presented to the Finance Committee and Board of Selectmen each January for review. As we noted last time, the Finance Committee's report is presented to the Annual Town Meeting which, as the Town's Legislative body, is responsible for approving all appropriations. And to insure transparency and financial accountability, the Board of Selectmen also appoints the Town Comptroller who reports directly to the Board.

In addition, Arlington has a host, well actually what seems like hundreds, of Committees and Commissions that are primarily volunteer staffed and are critical to helping Arlington function efficiently. Members are most often appointed by the Manager subject to Board of Selectmen approval, and carry out a variety of essential tasks from historic preservation to cemetery oversight.

If some particular aspect of Arlington piques your interest there is likely a committee or commission addressing that issue. So please consider getting involved. A great place to start is visiting the Town's website (www.arlingtonma.gov), reading the Annual Report, attending/watching Board of Selectmen meetings and enjoying our Town Day celebration each Fall.

Chapter 4 - Arlington's Independent Administrative Boards/Departments

In the first few articles in this series, we provided some history and a general introduction to the Town's administrative and electoral framework, the functioning of Town Meeting and the organization of Town departments as administered by the Town Manager. In this installment we're going to focus on the independent departments of the Town. Unlike the departments that report to the Town Manager, these departments are responsible directly to the voters who elect their leadership.

The School Department has the most employees and the largest budget of all departments. An elected School Committee is responsible for the hiring of the Superintendent of Schools who, together with staff, carry out for the daily administration and operation of the School Department including the hiring of department heads, principals and teachers. The School Committee and Superintendent prepare the School Department's budget that is reviewed by the Finance Committee and submitted to Town Meeting for final approval.

Currently, there are three additional independent departments. Though small, these departments perform essential services for the Town.

The Town Treasurer and Collector of Taxes is responsible for collecting the various taxes levied by the Town. The largest of these is the real estate tax that accounts for 72% of the Town's revenue. The Treasurer manages the Town's bank accounts and is responsible for selling Town bonds and investing Town funds. An important outcome of these efforts is the Town's Standard & Poor's AAA credit rating.

The Board of Assessors is responsible for determining the value of each property. With the help of a contractor, they aim to maintain the assessed value of each property at market value. They also

decide requests by property owners for abatements. They are assisted in this work by the Director of Assessments (who is appointed by the Town Manager) and a small staff.

Lastly, the Town Clerk is responsible for maintaining a variety of Town records ranging from births and deaths to dog licenses to the minutes from Town Meeting. The Town Clerk also maintains the True List of all residents 17 or older based on an annual census and supervises the Registrar of Voters. Together they maintain the list of registered voters and work with the Selectmen's office to run elections. After the schools, the Town Clerk's office is probably the independent department most familiar to residents.

Chapter 5 - Arlington's Enterprise Funds

This article concludes the series we started last spring on how the Town of Arlington is organized. Our objective is to improve resident understanding of our local government and how it functions. Today's column focuses on five Town organizational units that are not supported by the real estate tax but rather by self-supporting independent revenues streams. These units provide business-like services directly to residents and are called Enterprise Funds (EF).

Arlington's Enterprise Funds offer many services that enhance the quality of life and reinforce our Town's commitment to building strong sense of community. Whether it's an afternoon of family fun at the skating rink, attending a special event scheduled in one of the town's many beautiful buildings and parks, making sure our young people have access to mental health support, providing affordable transportation to our seniors, or delivering quality water at the turn of the tap, these funds work for Arlington.

Each EF has an account maintained by the Town Treasurer that receives revenues and pays for the costs of each unit's activities. Each EF has a budget approved by Town Meeting. In recent years these budgets have been balanced. Each EF also has a reserve fund that holds any excess revenues which can be used by the EF in subsequent years. This organizational structure is established under Massachusetts General Law Title XII Chapter 44 Section 53F1/2.

The Water and Sewer EF is managed by a division of Public Works under the direction of Director of Public Works and the Town Manager. It maintains the fresh water distribution system (130 miles) and the sewer mains (117 miles). Most of its revenue comes from the water and sewer bills collected by the Treasurer from every residence and business. This EF also pays the water and sewer bills from the Massachusetts Water Resources Authority (MWRA) that provides our purified water supply and processes our sewage. This EF is by far the largest of the five. Contact [\(781-316-3301\)](tel:781-316-3301)

The Recreation EF is managed by the Recreation Department under supervision of the Town Manager. It operates year round and provides a large variety of programs hosted in Town buildings and on Town playgrounds. Fees associated with these programs - such as parties held at Reservoir Beach - support the fund. This EF maintains, schedules and issues permits to all the properties under the jurisdiction of the Parks & Recreation Commission. Contact [\(781-316-3880\)](tel:781-316-3880)

The Ed Burns Sports Center EF is also managed by the Recreation Department. Fees from club, school and public ice-skating together with snack bar earnings pay for the cost of annual operations. The cost of this EF's capital expenses is shared with the Town's Capital Plan on a 50:50 basis. Contact [\(781-316-3880\)](tel:781-316-3880)

The Council on Aging Transportation EF is managed by the Health and Human Services Department. This EF uses its vans to transport elderly residents who lack cars and can't use MBTA

busses to appointments with doctors and errands. Both rider fees and grants support this EF. Contact (781-316-3400)

The Youth Counseling Center EF is also managed by the Health and Human Services Department. It offers mental health support to youth and their families. Its revenue comes in large part from third party reimbursements for their services. Contact (781-316-3255)

Additional information regarding all of Arlington's Departments and EF's can be found online at www.arlingtonma.gov

Chapter 6 - Arlington's Budgeting Process

Each spring during the annual town meeting, Arlington's Town Meeting Members vote to approve a budget of more than \$150 million for the fiscal year commencing on the following July 1st. Residents can be confident in the vote that Town Meeting takes because of the detailed budget and revenue information included in the reports and information provided to members by the Town Manager's Office, the School Committee, the Capital Planning Committee, and the Community Preservation Act Committee; and perhaps most importantly the report submitted by the Finance Committee. In this article we will discuss how this information is developed, compiled and how that leads to the final votes on the floor of Town Meeting.

Starting in September, eight months before Town Meeting votes on the budgets, the Town Manager works with the Long Range Planning Committee and Budget and Revenue Task Force to estimate the revenues that will be available (Property taxes, State grants, Reserve/Stabilization funds, etc.) to support town/school functions. These committees include representatives of key town committees and departments. An important tool is the Long Range Financial Projection (which covers the current budget year and the next five years going forward). After a review of available revenues, the committee decides how to best apportion revenues between town and school departmental operations, capital expenses, non-departmental expenses such as pensions and health insurance and allocations to reserve accounts.

Once the initial budget framework has been determined, the Manager collects requests for operating funds from each of the town departments as well as the enterprise funds. These requests cover employee salaries and benefits as well as funds needed for supplies and contractors and will be used to develop the town side's budget.

Similarly, the Superintendent of Schools collects budget requests from each school and works with the School Committee Budget Subcommittee to develop a detailed budget. After several months of discussion and public hearings in the spring the School Committee votes to approve a detailed school budget.

In the fall, the Manager and the Capital Planning Committee also begin the process of collecting capital requests (vehicles, heavy equipment, buildings, roads, parks, etc.) from all departments. The Manager works with the Capital Planning Committee (which includes department representative and citizen volunteers) to evaluate and schedule the different capital projects. The projects recommended for the next fiscal year will be included in the capital budget; others will be placed in a Five Year Plan for inclusion in a later year's budget.

In parallel to the Capital Planning process, the Community Preservation Act Committee reviews the applications for project funding received in September and develops a list of proposed expenditures consistent with available revenues.

By January 15, the manager delivers a budget proposal to the Board of Selectmen and the Finance Committee. This budget includes details for all departments except the schools. For the schools, the overall budget contains just the bottom line revenue allocation. This is because, by state law, while Town Meeting votes on the total amount allocated to the School Department, only the School Committee is authorized to determine how school funds will be allocated.

In February and March the Finance Committee, a standing volunteer committee of Town Meeting, reviews in detail the budget of each town department and the enterprise funds. It also receives and reviews detailed budget proposals from the School Department, the Capital Planning Committee and the Community Preservation Act Committee. It then prepares its report to Town Meeting, after consulting with the relevant group; correcting or modifying the recommendations it has received as required.

The reports from the Finance, Capital Planning, School Department and Community Preservation Committees together with the Town Manager's Annual Financial Plan are presented to Town Meeting Members for their review and consideration prior to the respective budgets coming before Town Meeting for a vote. Prior to the final vote, each budget item is open for debate on the floor of Town Meeting. This gives Town Meeting Members a final chance to inquire about budgetary specifics and/or seek clarification regarding of each budget. After debate is completed a final vote is taken and upon a positive vote (two-thirds if bonds are involved) the budgets for the next fiscal year are adopted.

During the budget's fiscal year, the Town Manager, Superintendent, Department Heads and the Finance Committee regularly monitor and review departmental expenditures to insure that each budget is adhered to as closely as possible. Should something unexpected come up, the Finance Committee has the authority to appropriate as needed from the (Annual) Reserve Fund. If the need is larger than the Reserve Fund can accommodate, (the Reserve Fund is about 0.5% of the total budget) a Special Town Meeting must be called to appropriate additional funds to cover the shortfall, but because of the careful work outlined above, this is a rare occurrence.

If you wish to learn more, Reports to Town Meeting as well as the Annual Financial Plan, Annual Report of the Town as well as additional financial information are available on the Town's website. And should you wish to participate in the process the various committees are always looking for additional volunteers to assist them in their work.

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WARRANT FOR ANNUAL TOWN MEETING

ELECTION

Saturday, April 7, 2018



**ANNUAL TOWN MEETING
Monday, April 23, 2018**

TOWN OF ARLINGTON
TOWN WARRANT
THE COMMONWEALTH OF MASSACHUSETTS
Middlesex, ss.

To the Constables of the Town of Arlington, in said County:

GREETINGS:

In the name of the Commonwealth of Massachusetts, you are hereby required to notify and warn the inhabitants of the Town of Arlington qualified to vote in elections, to meet at the polling places designated for the several Precincts in said Town on

SATURDAY
THE SEVENTH DAY OF APRIL 2018

at eight o'clock in the forenoon, to act on the following articles, namely:

ARTICLE 1 TO ELECT BY BALLOT:

- A) **Two Selectmen for three years**
- B) **One Assessor for three years**
- C) **Two School Committee Members for three years**

Also, in accordance with the provisions of Chapter 43A of the General Laws, the number of Town Meeting Members hereinafter specified:

PRECINCT 1 -	Four for three years; One for two years (to fill a vacancy)
PRECINCT 2 -	Four for three years;
PRECINCT 3 -	Four for three years; One for two year (to fill a vacancy)
PRECINCT 4 -	Four for three years;
PRECINCT 5 -	Four for three years; One for one year (to fill a vacancy)
PRECINCT 6 -	Four for three years;
PRECINCT 7 -	Four for three years;
PRECINCT 8 -	Four for three years; One for one year (to fill a vacancy)
PRECINCT 9 -	Four for three years;
PRECINCT 10 -	Four for three years;
PRECINCT 11 -	Four for three years;
PRECINCT 12 -	Four for three years;
PRECINCT 13 -	Four for three years;
PRECINCT 14 -	Four for three years; One for two years (to fill a vacancy)
PRECINCT 15 -	Four for three years; One for one year (to fill a vacancy)
PRECINCT 16 -	Four for three years;
PRECINCT 17 -	Four for three years;
PRECINCT 18 -	Four for three years; One for one year (to fill a vacancy)
PRECINCT 19 -	Four for three years; One for two years (to fill a vacancy)
PRECINCT 20 -	Four for three years;
PRECINCT 21 -	Four for three years.

For these purposes, the polls will be opened at eight o'clock A.M. and remain open until eight o'clock P.M., at each of the polling places designated, viz.:

- Precinct 1 Thompson School, 187 Everett Street
- Precinct 2 Hardy School, 52 Lake Street (entrance on Brooks Avenue)
- Precinct 3 Thompson School, 187 Everett Street
- Precinct 4 Hardy School, 52 Lake Street (entrance on Brooks Avenue)
- Precinct 5 Thompson School, 187 Everett Street
- Precinct 6 Hardy School, 52 Lake Street (entrance on Brooks Avenue)
- Precinct 7 Chestnut Manor, 54 Medford Street (entrance on Chestnut Terrace)
- Precinct 8 Town Hall, 730 Massachusetts Avenue (beside Robbins Library)
- Precinct 9 Chestnut Manor, 54 Medford Street (entrance on Chestnut Terrace)
- Precinct 10 Town Hall, 730 Massachusetts Avenue (beside Robbins Library)
- Precinct 11 Bishop School, 25 Columbia Road (entrance on Stowcroft Road)
- Precinct 12 Brackett School, 66 Eastern Avenue (Left at Water Tower at top of Park Avenue)
- Precinct 13 Stratton School, 180 Mountain Avenue
- Precinct 14 Brackett School, 66 Eastern Avenue (Left at Water Tower at top of Park Avenue)
- Precinct 15 Stratton School, 180 Mountain Avenue
- Precinct 16 Dallin School, 185 Florence Avenue (off Park Avenue)
- Precinct 17 Peirce School, 85 Park Ave. Extension (entrance on Newland Road)
- Precinct 18 Dallin School, 185 Florence Avenue (off Park Avenue)
- Precinct 19 Peirce School, 85 Park Ave. Extension (entrance on Newland Road)
- Precinct 20 Park Avenue Congregational Church, 50 Paul Revere Road (corner of Park Ave. & Wollaston Ave.)
- Precinct 21 Peirce School, 85 Park Ave. Extension (entrance on Newland Road)

You are also required to notify and warn the said inhabitants to meet at the Town Hall in said Town on Monday the 23rd day of April, 2018, at eight o'clock in the evening, at which time and place the following articles are to be acted upon and determined exclusively by Town Meeting Members, in accordance with and subject to the referenda provided for by Chapter 43A of the General Laws.

ARTICLE 2

STATE OF THE TOWN ADDRESS

To hear the Chair of the Board of Selectmen review important events in the past year in Arlington and preview expectations for next year.

(Inserted at the request of Vision 2020)

ARTICLE 3

REPORTS OF COMMITTEES

To receive, hear, and act upon the reports of the Board of Selectmen, Finance Committee, Redevelopment Board, School Committee and other committees, commissions, and boards heretofore appointed, or dissolve any inactive committees; and take any action related thereto.

(Inserted at the request of the Town Moderator)

ARTICLE 4

APPOINTMENT OF MEASURER OF WOOD AND BARK

To choose and appoint all the usual Town Officers not hereinbefore mentioned, in such a manner as the Town may determine; or take any action related thereto.

(Inserted by the Board of Selectmen)

ARTICLE 5 **ELECTION OF ASSISTANT TOWN MODERATOR**
To elect a Town Meeting Member as Assistant Moderator for a term of one year, as provided in Title I, Article 1, Section 11.A, of the Bylaws; or take any action related thereto.

(Inserted at the request of the Town Moderator)

ARTICLE 6 **BYLAW AMENDMENT/CAPITAL PLANNING COMMITTEE**
To see if the Town will vote to amend TITLE II, Article 3 by changing the number of registered voters on the Capital Planning Committee from four registered voters of the Town appointed by the Moderator to between four and six registered voters of the Town appointed by the Moderator; to specify the length of their terms as well as the manner of such appointments and reappointments; or take any action related thereto.

(Inserted at the request of the Moderator and the Capital Planning Committee)

ARTICLE 7 **BYLAW AMENDMENT/TOWN MEETING WARRANT DELIVERY**
To see if the Town will vote to amend TITLE I, Article 2 by changing the manner of delivery of the Warrant to every dwelling house in Town and to the Town Meeting Representatives; or take any action related thereto.

(Inserted at the request of the Moderator and the Town Meeting Procedures Committee)

ARTICLE 8 **BYLAW AMENDMENT/ADDITION OF CERTAIN DELINQUENT MUNICIPAL FEES/FINES TO BE A LIEN ON REAL ESTATE TAX ACCOUNT**

To see if the Town will vote to amend Title I, Article 21 ("Municipal Charges Liens") of the Town Bylaws; to include in the placement of a lien or liens onto any real estate tax accounts, any fees, fines, or penalties levied by a Town and/or School department upon a resident property owner and/or non-resident property owner of the Town, where such fee, fine, or penalty is delinquent. Said amended Bylaw is in accordance with Section 58 of Chapter 40 "Municipal Charges Lien" of the Massachusetts General Law; or take any action related thereto.

(Inserted at the request of the Town Treasurer)

ARTICLE 9 **BYLAW AMENDMENT/FINANCIAL INFORMATION**
To see if the Town will vote to amend the Town Bylaws relative to financial information in real estate tax bills, including but not limited to eliminating the provisions of Title I, Article 17 ("Financial Information"); or take any action related thereto.

(Inserted at the request of the Town Treasurer)

ARTICLE 10 **BYLAW AMENDMENT/ANIMAL CONTROL REGULATIONS**
To see if the Town will vote to amend the Town Bylaws to comport with recent changes in state law adopted through Chapter 248 of the Acts of 2016 ("An Act Preventing Animal Suffering and Death"), including but not limited to changes concerning the manner in which dogs may be confined, tethered, and treated; the manner of enforcement and penalties for violation of the Town's Animal Control Bylaws; and the time frame and terms of license applications; or take any action related thereto.

(Inserted at the request of the Town Clerk and the Town Manager)

ARTICLE 11 **BYLAW AMENDMENT/VACANT STORE FRONT REGISTRY**
To see if the Town will vote to amend Title V, Article 17 of the Town Bylaws ("Registration and Maintenance of Vacant Commercial and Industrial Buildings") to extend the period of time a property may not be used or occupied before being considered "vacant," adjust the timing and

manner of collecting annual registration fees, and adjust the timing, criteria, and manner of applying for and receiving waivers; or take any action related thereto.

(Inserted at the request of the Town Manager)

ARTICLE 12 **BYLAW AMENDMENT/BETTERMENT BYLAW REVISION**

To see if the Town will vote to Amend Title III Article 3 of the Town Bylaws: Repairs to Private Ways to revise the criteria, process, and other material terms for the approval and administration of temporary repairs to private ways, including revising the definition of abutters and the number or percentage of abutters required for a betterment petition, providing for limited Town repairs at the Town's sole discretion for the sole purpose of ensuring safe passage of emergency vehicles without incurring liability for same; or take any action related thereto.

(Inserted at the request of the Town Manager)

ARTICLE 13 **BYLAW AMENDMENT/ARLINGTON COMMISSION**
ON ARTS AND CULTURE

To see if the Town will vote to amend Title II, Article 8 of the Town Bylaws to change the name of the Arlington Commission on Arts and Culture, alter its membership and composition, and expand and/or alter its duties and responsibilities to include, but not limited to the following: public art, cultural district management, and seeking and distributing arts-related grants; or take any action related thereto.

(Inserted at the request of the Arlington Commission on Arts and Culture)

ARTICLE 14 **BYLAW AMENDMENT/TREE PRESERVATION AND PROTECTION**

To see if the Town will vote to amend the Town Bylaws, Title V Regulations Upon the Use of Private Property, Article 16: Tree Protection and Preservation, Section 4, Procedures and Requirements for the Preservation of Trees, to increase the fees for tree removal or to authorize the Board of Selectmen to set the fees for tree removal, in the interests of reflecting the true cost of tree removal; or take any action related thereto.

(Inserted at the request of the Tree Committee)

ARTICLE 15 **BYLAW AMENDMENT/NOISE ABATEMENT**

To see if the Town will vote to amend Title V, Article 12 of the Town Bylaws to regulate the permissible hours and volume of noise generated by parties and events on residential private property, by reducing the permissible hours of operation and/or decibel levels of loudspeakers and sound amplifying devices used for entertainment, requiring neighbor notifications for parties on residential private property in which noise amplification will be used, and providing for exemptions for certain well known Town-wide events and/or celebrations periods such as "Porch Fest"; or take any action related thereto.

(Inserted at the request of Meredith DiMola and ten registered voters)

ARTICLE 16 **BYLAW AMENDMENT/TIME OF TOWN MEETING SESSIONS**

To see if the Town will vote to amend Title I, Section 1, to change the time of Town Meeting from 8:00 p.m. to 7:00 p.m.; or take any action related thereto.

(Inserted at the request of Bill Hayner and ten registered voters)

To see if the Town will vote to amend Title VI, Article 6 of the Town Bylaws ("Historically or Architecturally Significant Buildings") to amend the definition of "Significant Building" to include any building more than 50 years of age at the time of inquiry, or any building built on or before January 1, 1968; or take any action related thereto.

ARTICLE 18 HOME RULE LEGISLATION/APPOINTMENT OF TOWN COMPTROLLER

(Inserted at the request of the Town Treasurer)

To see if the Town will vote to authorize and request the Board of Selectmen to file Home Rule Legislation that would allow the creation of a consolidated department of municipal finance; or take any action related thereto.

(Inserted at the request of the Town Treasurer)

To see if the Town will vote to authorize and request the Board of Selectmen to file Home Rule Legislation to amend the Town Manager Act, and further to amend the Town Bylaws to change the name of the Board of Selectmen to the Select Board in all relevant provisions and variants of presentation in the Act and the Bylaws; or take any action related thereto.

(Inserted at the request of Clarissa Rowe and ten registered voters)

To see if the Town will vote to further revise Article 41 of the Annual Town Meeting of 1992, which established the Vision 2020 Standing Committee, to amend the name of the committee to "Envision Arlington," provide a new statement of purpose, and revise the length of terms for Standing Committee Members; or take any action related thereto.

(Inserted at the request of the Vision 2020 Standing Committee)

To see if the Town will vote to accept any local option taxes or other revenue raising options, which are made available to cities and towns through enactments of the legislature, by state regulation or court action; or take any action related thereto.

(Inserted at the request of the Finance Committee)

To see if the Town will vote to endorse the application for Federal Fiscal Year 2019 prepared by the Town Manager and the Board of Selectmen under the Housing and Community Development Act of 1974 (PL 93-383) as amended; or take any action related thereto.

(Inserted by the Board of Selectmen and at the request of the Town Manager)

ARTICLE 24**REVOLVING FUNDS**

To see if the Town will vote to hear or receive a report concerning the receipts and expenditures of approved revolving funds, amend the Town Bylaws to adopt new revolving funds, and/or to appropriate sums of money to such revolving funds and determine how the money shall be raised or expended; or take any action related thereto.

(Inserted by the Board of Selectmen)

ARTICLE 25**ACCEPTANCE OF LEGISLATION/INCREASE OF SURVIVORS BENEFITS**

To see if the Town will vote to accept the provisions of Section 65 of Chapter 139 of the Acts of 2012 to increase the benefit paid to survivors under Massachusetts General Law Chapter 32, Section 101 from \$9,000 to \$12,000 annually; or take any action related thereto.

(Inserted at the request of the Contributory Retirement Board)

ARTICLE 26**POSITIONS RECLASSIFICATION**

To see if the Town will vote to make additions, deletions and/or modifications to the Classification and Pay Plan, appropriate a sum of money to fund same if necessary, determine how the money will be raised and expended; or take any action related thereto.

(Inserted at the request of the Town Manager and the Director of Human Resources)

ARTICLE 27**COLLECTIVE BARGAINING**

To see if the Town will vote to fund any fiscal items in the event that any are contained in collective bargaining agreements between the Town and the following named collective bargaining units, and to fund for non-union, M Schedule, and elected officials' salaries or fringe benefits, establish a reserve for funding future collective bargaining, determine how the money shall be raised and expended; or take any action related thereto:

- A. Local 680, American Federation of State, County and Municipal Employees;
- B. Service Employees International Union;
- C. Robbins Library Professional Association;
- D. Local 1297, International Association of Firefighters;
- E. Arlington Police Patrol Officers' Association (formerly Arlington Patrolmen's Association);
- F. Arlington Ranking Police Officers' Association;
- G. M Schedule and non-union employees; and
- H. Full-time elected officials

(Inserted at the request of the Town Manager)

ARTICLE 28**APPROPRIATION/PARKING OPERATING COSTS**

To see if the Town will appropriate or transfer a sum of money to fund appropriate operating costs of new parking equipment and measures from the Special Revolving Parking Fund established under Article 7 of the October 2016 Special Town Meeting; or take any action related thereto.

(Inserted at the request of the Town Manager)

ARTICLE 29**APPROPRIATION/TOWN BUDGETS**

To see if the Town will vote to make appropriations to defray Town obligations, liabilities, outlay and expenses and especially for or relating to all or any of the boards, departments, purposes and matters hereinafter mentioned, and to provide for the disposal of motor vehicles and other personal

property belonging to the Town, determine how the money shall be raised and expended; or take any action related thereto: Finance Committee, Board of Selectmen, Town Manager, Human Resources, Comptroller, Information Technology, Town Treasurer and Collector of Taxes, Assessors, Legal and Workers' Compensation, Town Clerk, Registrars, Planning and Community Development, Redevelopment Board, Parking, Zoning Board of Appeals, Public Works, Facilities, Cemeteries, Community Safety, School Department, Libraries, Human Services, Insurance, Non-Contributory Pensions, Contributory Pensions, Town Debt and Interest, Reserve Fund, and/or any other Town Departments, Boards, Commissions or Committees, Water and Sewer Enterprise Fund, Recreation Enterprise Fund, Council on Aging Transportation Enterprise Fund, Veterans' Memorial Rink Enterprise Fund, and Youth Services Enterprise Fund.

(Inserted by the Board of Selectmen and at the request of the Town Manager)

ARTICLE 30

CAPITAL BUDGET

To see if the Town will vote to appropriate a sum of money to defray the expense of purchasing, leasing, or bonding of capital equipment, infrastructure, buildings or other projects of the Town or to acquire real property for municipal purposes; to appropriate a sum of money to fund previously incurred or future Town debt, to acquire land for said projects where necessary by purchase, eminent domain taking or otherwise, determine how the money shall be raised including the possibility of borrowing any or all of the same, or the transfer of funds from any previous appropriation, determine how such money shall be expended; or take any action related thereto.

(Inserted by the Board of Selectmen and at the request of the Town Manager and the Capital Planning Committee)

ARTICLE 31

RESCIND OR REAPPROPRIATE BORROWING AUTHORIZATIONS FROM PRIOR YEARS

To see if the Town will vote to rescind the authority to borrow or reappropriate funds, from prior years' authorizations, the amounts remaining with regard to any numbered prior Annual and/or Special Town Meeting Warrant Articles; or take any action related thereto.

(Inserted at the request of the Town Treasurer)

ARTICLE 32

APPROPRIATION/FINANCING OF CONSTRUCTION OR RECONSTRUCTION OF SEWERS AND SEWERAGE FACILITIES

To see if the Town will vote to appropriate a sum of money for the purpose of financing the construction or reconstruction of sewers and sewerage facilities for inflow/infiltration reduction or system rehabilitation, including costs incidental and related thereto, and to determine how the appropriation shall be raised or expended, including the possibility of borrowing all or some of same; or take any action related thereto.

(Inserted at the request of the Town Manager and the Director of Public Works)

ARTICLE 33

APPROPRIATION/FINANCING OF CONSTRUCTION OR RECONSTRUCTION OF WATER MAINS AND WATER FACILITIES

To see if the Town will vote to appropriate a sum of money for the purpose of financing the construction or reconstruction of water mains and water facilities, including costs incidental and related thereto, and to determine how the appropriation shall be raised and expended including the possibility of borrowing all or some of same; or take any action related thereto.

(Inserted at the request of the Town Manager and the Director of Public Works)

ARTICLE 34

**APPROPRIATION/MINUTEMAN REGIONAL VOCATIONAL
TECHNICAL HIGH SCHOOL & OUT OF DISTRICT
VOCATIONAL PLACEMENTS**

To see if the Town will vote to appropriate a sum of money for the purpose of paying the Town's apportioned share of the operating and maintenance costs, including capital costs, tuition, and all of Arlington's other obligations under the Minuteman Regional School District Agreement for the Minuteman Regional Vocational Technical High School, as well as paying the tuition for all other out of district vocational education placements, determine how the money shall be raised and expended; or take any action related thereto.

(Inserted at the request of Minuteman Regional Vocational School District Committee)

ARTICLE 35

APPROPRIATION/COMMITTEES AND COMMISSIONS

To see if the Town will vote to appropriate a sum or sums of money to be expended under the direction of various committees, commissions, and boards of the Town, determine how the money shall be raised; provided that any funds appropriated hereunder shall remain under the jurisdiction of said entities until expended at their direction, unless otherwise appropriated by the Town Meeting; the entities included hereunder, without limitation, are: Arlington Historical Commission, Arlington Recycling Committee, Avon Place Historic District Commission, Broadway Historic District Commission, Central Street Historic District Commission, Mt. Gilboa/Crescent Hill Historic District Commission, Jason/Gray Historic District Commission, Pleasant Street Historic District Commission, Russell Historic District Commission, Conservation Commission, Capital Planning Committee, Commission on Disability, Personnel Board, Public Memorial Committee, Human Rights Commission, Arlington Committee on Tourism and Economic Development, Vision 2020, Transportation Advisory Committee, Arlington Commission on Arts and Culture, Poet Laureate Screening Committee and any other Town Committee or Commission; or take any action related thereto.

(Inserted at the request of the Town Manager)

ARTICLE 36

**APPROPRIATION/TOWN CELEBRATIONS
AND EVENTS**

To see if the Town will vote to appropriate a sum or sums of money to be expended under the direction of the Town Manager for the following celebrations and memorials, determine how the money shall be raised and expended; or take any action related thereto:

Patriots' Day Celebration and the Memorial Day Observation
Display of American Flags on Massachusetts Avenue
Placing of American Flags on the Graves of Veterans
Town Day Celebration
Veterans' Day Parade

(Inserted at the request of the Town Manager)

ARTICLE 37

APPROPRIATION/MISCELLANEOUS

To see if the Town will vote the following:

Legal Defense – To appropriate a sum of money to replenish the Legal Defense Fund established under Article 13, Section 5 of Title 1 of the Town Bylaws, Indemnification of Medical Costs, to appropriate a sum of money in accordance with the provisions of Chapter 41, Section 100B of the General Laws, to indemnify certain retired Police Officers and Firefighters for all reasonable

medical and surgical expenses which they incurred, determine how the money will be raised and expended; or take any action related thereto.

(Inserted at the request of the Town Manager)

ARTICLE 38

APPROPRIATION/WATER BODIES FUND

To see if the Town will vote to appropriate a sum of money to the Town's Water Bodies Fund for the maintenance, treatment, and oversight of all the Town's water bodies, said sum to be raised by the general tax and expended under the direction of the Town Manager, who will also report to Town Meeting on the status of the fund; or take any action related thereto.

(Inserted at the request of the Arlington Conservation Commission, the Vision 2020 Standing Committee, and the Spy Pond and Reservoir Committees of the V2020 Environment Task Group)

ARTICLE 39

APPROPRIATION/ COMMUNITY PRESERVATION FUND

To see if the Town will vote to make appropriations from the Community Preservation Fund for eligible community preservation projects; for community preservation reserve accounts for historic preservation, open space and recreation, and affordable housing; for Community Preservation Committee administrative expenses or other eligible expenses; or take any action related thereto.

(Inserted at the request of the Community Preservation Committee)

ARTICLE 40

APPROPRIATION/HARRY BARBER COMMUNITY SERVICE PROGRAM

To see if the Town will vote to appropriate the sum of \$7,500.00 for the Harry Barber Community Service Program for the Council on Aging, to determine how the money will be raised and expended; or take any action related thereto.

(Inserted at the request of the Council on Aging)

ARTICLE 41

APPROPRIATION/PENSION ADJUSTMENT FOR FORMER TWENTY-FIVE YEAR/ACCIDENTAL DISABILITY EMPLOYEES

To see if the Town will vote to appropriate a sum of money to implement the provisions of Chapter 32 of Massachusetts General Laws Section 90A, 90C, 90D and 90E, pursuant to which the Town pays up to fifty percent of the maximum salary as set forth in the Compensation and Pay Plan for the position formerly held by retired employees with twenty-five or more years of service to the Town and those employees who retired under an Accidental Disability; provided, however, that no one who retires after May 1, 2010 shall be eligible under this vote unless they qualify for at least a fifty percent pension, without this vote upon their retirement; this adjustment to be paid to those who qualify and administered in accordance with prior practice and understanding relating to the retirement allowance of said retirees; determine how the money shall be raised and expended; or take any action related thereto.

(Inserted at the request of the Contributory Retirement Board)

ARTICLE 42

APPROPRIATION/OTHER POST EMPLOYMENT BENEFITS (OPEB) TRUST FUND

To see if the Town will vote to accept into the Other Post Employment Benefits (OPEB) Trust Fund, established by Chapter 161 of the Acts of 2005, an appropriation of funds and/or the transfer of additional monies that the Town may deem advisable from other sources, including any monies previously deposited into any of the Town's stabilization funds for this purpose, in order to

administer and fund its OPEB obligation as described in the said Chapter 161 of the Acts of 2005; determine how the monies shall be raised and expended; or take any action related thereto.

(Inserted at the request of the Contributory Retirement Board)

ARTICLE 43

APPROPRIATION/OVERLAY RESERVE

To see if the Town will vote to appropriate a sum of money from previous years overlay reserve surplus accounts, determine to what purpose this appropriation shall be made; or take any action related thereto.

(Inserted at the request of the Finance Committee)

ARTICLE 44

TRANSFER OF FUNDS/CEMETERY

To see if the Town will vote to transfer a sum of money to the Cemetery Commissioners for the improvement of Town cemeteries, said sum shall be taken from the Mt. Pleasant Cemetery "Sale of Lots and Graves" and/or "Perpetual Care Funds"; or take any action related thereto.

(Inserted at the request of the Finance Committee)

ARTICLE 45

USE OF FREE CASH

To see if the Town will vote to authorize the taking of a sum of money voted for appropriations heretofore made at the Town Meeting under the Warrant and not voted to be borrowed from available funds in the Treasury, and authorize the Assessors to use free cash in the Treasury to that amount in the determination of the tax rate for the Fiscal Year beginning July 1, 2018; or take any action related thereto.

(Inserted at the request of the Finance Committee)

ARTICLE 46

APPROPRIATION/LONG TERM STABILIZATION FUND

To see if the Town will make an appropriation to the Long Term Stabilization Fund in accordance with the provisions of the General Laws, Chapter 40, Section 5B, as amended, or other appropriate provisions of law, determine how the money shall be raised and expended; or take any action related thereto.

(Inserted at the request of the Finance Committee)

ARTICLE 47

APPROPRIATION/FISCAL STABILITY STABILIZATION FUND

To see if the Town will make an appropriation to or from the Fiscal Stability Stabilization Fund created under Article 65 of the 2005 Annual Town Meeting or any other enabling action of Town Meeting in accordance with the provisions of the General Laws, Chapter 40, Section 5B, as amended, or other appropriate provisions of law, determine how the money shall be raised and expended; or take any action related thereto.

(Inserted at the request of the Finance Committee)

.... (SIGNED)

....A true copy.

Attest:

(SIGNED)

JOSEPH A. CURRO, JR.

KEVIN F. GREELEY

DIANE M. MAHON

DANIEL J. DUNN

CLARISSA ROWE

SELECTMEN

OF THE

TOWN

OF

ARLINGTON

RICHARD BOYLE
CONSTABLE

HOW TO VOTE BY ABSENTEE BALLOT

Reasons for voting absentee

You may vote absentee if you are registered and will be unable to vote at the polls on Election Day because of

Absence from the Town

Physical disability

Religious beliefs

Illegal absentee voting is punishable by a fine of up to \$10,000 and up to five years in prison.

Applying for an absentee ballot

You must apply for an absentee ballot from the Town Clerk no later than noon of the day before the election. Applications may be mailed or hand delivered and you may use any form of written communication (letter or postcard) or the official application form.

Include on the application

Your name as registered

Your registration address

Precinct, if you know it

The precise address to which you wish the ballot sent

Your own signature

Requesting to vote by mail

A ballot will be sent to any address you specify including your own home. Be sure to apply early because the ballots must be sent by mail and may be returned by mail or hand delivered.

Requesting to vote in person

If you prefer, you may request to vote in person before Election Day. You may vote at the Town Hall before Election Day at a time arranged with the Clerk, but application for your ballot must be made no later than noon of the day before the election. A voter may apply for an absentee ballot and then vote over-the-counter during the same visit.

Applying to vote if you are absent from the state, in the armed services or a prisoner

Registered and unregistered residents of Massachusetts outside the state and residents on active duty in the armed forces and merchant marine and their spouses or dependents, and prisoners, may vote absentee. They may request an absentee ballot from the Town where they legally reside (if outside the U.S., where they resided last before leaving). In addition, a close relative may apply on their behalf in person at the Town Clerk's Office.

A parent of a registered voter who is a student at a Massachusetts college or university may apply for an absentee ballot on the student's behalf to the Town Clerk where the student is registered.

In all cases, unregistered voters must register in person when they return to the state, since this does not establish permanent registration.

What if I am permanently physically disabled?

If you are permanently physically disabled and cannot cast your vote at the polling place, you may file a letter from your physician with the Town Clerk, stating that you are permanently unable to cast your vote at the polling place because of physical disability. A completed application for an absentee ballot, for you to sign and return, must be mailed by the Town Clerk to you at least 28 days before every primary and election.

NOTE: Voters who are admitted to a health care facility after noon of the fifth day before an election may apply for an absentee ballot up until the polls close on the day of the election (rather than noon the day before the election) and must designate a person to hand deliver and return the absentee ballot.



JOSEPH A. CURRO, JR., CHAIR
KEVIN F. GREELEY, VICE CHAIR
DIANE M. MAHON
DANIEL J. DUNN
CLARISSA ROWE